



MUNICIPAL CORPORATION OF DELHI
EDUCATION DEPARTMENT: HQ
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No. D/Addl. Dir.-III/Edn./MCD/HQ/2022/84

Date: 22/7/2022

Sub: Transfer -Posting Policy for Teachers and Principals of MCD Schools.

The transfer-posting policy for Teachers/Principals of MCD Schools and the procedure to be followed for seeking such transfer-posting from academic session 2022-23 onwards shall be as follows:


Principles of the policy-

1. No school shall have any surplus teachers as the prescribed teacher pupil ratio mentioned in the Right to Education (RTE) Act, unless all schools have attained that level. In general, the teacher student ratio in all schools shall be maintained at the same level.
2. A teacher shall be posted invariably against such post which he/she has been recruited.
3. Transfer/Posting to the opted zone/school will not be claimed or treated as a matter of right.
4. A teacher/Principal shall, preferably, be posted in the same zone where he/she resides subject to availability of vacancies. In case vacancies are not available in the zone, the teachers may be posted in the nearby zone.
5. No teacher/principal will be posted in the vicinity where he/she is residing. The minimum area of posting of principal/teacher shall be approximately 3 K.M. from his/her residence.
6. A teacher/Principal have to serve in a school for a minimum period of three years. However, no principal/head of school shall be posted in the same school for a period exceeding 5 years in continuation and the cooling off period shall be 5 years for applying for same school.
7. All transfers shall take place once in a year (Annual Transfer) in the month of September every year. For transfer, application to be submitted online in the month of September.
8. In transfer, preference will be given to teachers/principals having genuine hardships. Genuine hardship shall include:
 - i. 40% disability of self.
 - ii. 40% disability of spouse or children.
 - iii. Medical conditions (self only) requiring frequent treatment for following diseases-
 - (a) Neuro-surgery.
 - (b) Cardiac Surgery including CABG.
 - (c) Angioplasty and various implants.
 - (d) Cancer surgery, chemotherapy and radio-therapy.
 - (e) Liver/kidney implantation/ cirrhoses.
 - (f) Joint replacement.
 - (g) Accidental cases affecting mobility or leading to permanent disability.
 - (h) Multiple sclerosis, Myasthenia Gravis, Parkinsons diseases.
 - (i) Chronic Renal Failure.
 - (j) Thalessemia, Haemophilia, Aplastic Anaemia, Myelodisplastic Disorders.
 - (k) AIDS
 - (m) Paraplegia/Quadriplegia/Hemiplegia.
- iv. Change of residence due to marriage.
9. No teachers/principals having relation will be posted in the same school.
10. Spouse will not be posted in the same school.

11. Efforts will be made that no male principals/teachers be posted in girl school.
12. Priority will be given to the teacher/principal who have served in one school for more than 10 years.
13. The teacher going to retire within next one year will generally not be transferred unless teacher himself/herself has sought transfer.
14. The teacher already transferred on the "Administrative Grounds will generally not be transferred for a minimum period of **03** years, from the school to which he/she has been posted on administrative grounds.
15. In case of transfer on Surplus due to Post Fixation, the "Senior most teachers, as per date of joining in the particular school will be declared surplus, for posting in some other school. In case, senior most teacher is going to retire from service within a year, then he will not be declared surplus. Instead, the next senior most teacher (ie, one who is immediate junior to the senior most teacher by virtue of date of posting in the particular schools) will be declared surplus for posting in some other schools.
16. Mutual transfer- Those teachers who desire mutual transfer, both have to apply and give their consent, subject to fulfilling the criteria at Sl. No. 4, 5, 6, 9, 10,11 & 14.
17. While effecting transfer, the academic interest of students shall be supreme.
18. Violation of provisions of CCS (Conduct) Rule 1964, shall invite disciplinary action.

Procedures:

19. Annual Transfers shall be made once a year by the Headquarters, keeping in mind this policy.
20. All requests for transfer must be made by submitting online in the **month of September, every year**. The application of teachers, after duly verifying it will be forwarded by the concerned school principal to concerned Zonal DDE and subsequently the zonal DDE will forward it online to Director (Education), while in case of principal the same will be forwarded by concerned Zonal DDE after duly verifying it online to Director (Education), HQ. **Furnishing false information may attract disciplinary action.**
In case of transfer of teacher, online application is to be forwarded by Principal within two working days giving remarks, if any. After this, the application will be deemed to be forwarded. Zonal DDE/ADE has to forward the application within two working days giving remarks, if any. After two working days, the application will be deemed to be forwarded.
21. All applications received on online transfer portal will be examined by Branch Head of Administration Branch and the same will be put up through proper channel before Additional Commissioner (Education) routed through Director (Education) for approval.
22. Once the approval is accorded, a common transfer order will be uploaded in the website i.e. www.mcdonline.nic.in and the same will also be mailed to the incumbents and Zonal DDE for compliance.
23. All transfer orders shall be complied with immediate effect. It shall be the responsibility of the controlling officer of the transferred employees to relieve him/her automatically as soon as the transfer order is issued.

www.  22.07.2022
Addl. Director (Edn.)-III

Copy for kind information to:

1. PS to Commissioner
2. Addl. Commissioner (Edn.)
3. Addl. Commissioner (IT)
4. Director (Edn.)
5. Addl. Director (Edn.)-I & II
6. ADE/Admin
7. All Zonal DDE/ADE

MUKTAMAY MANDAL
Additional Director -III